

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-52--CLAIMING REIMBURSEMENT

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§ 301-52.1	Must I file a travel claim?	Yes.
§ 301-52.2	What information must I provide in my travel claim?	<p>You must provide the following:</p> <ul style="list-style-type: none">(a) An itemized list of expenses and other information (presented in chronological order, except:<ul style="list-style-type: none">(1) You may aggregate expenses for local telephone calls, local metropolitan transit fares, and parking meter fees;(2) When you receive a lodgings-plus per diem allowance, you must list the M&IE allowance on a daily basis instead of itemizing each individual meal or incidental expense;(3) When you receive a fixed (reduced) rate per diem allowance, you must list the fixed rate FAA authorizes on a daily basis instead of itemizing each individual lodging, meal, or incidental expense; and(4) When you receive a fixed rate for M&IE under ASEA, you must list the fixed rate on a daily basis instead of itemizing each individual meal or incidental expense;(b) The type of leave and the number of hours of leave for each day when you take leave of any kind

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- (c) The date of arrival at and departure from the temporary duty station and any non-duty points visited when you travel by an indirect route
 - (d) A signed statement , “I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein,” when you use cash to pay for common carrier transportation.
- § 301-52.3** **In what format must I provide my travel claim?** You must provide your travel claim on the Standard Form 1012—Travel Voucher, whether electronically developed using Travel Manager Plus.
- § 301-52.4** **Must I sign my travel claim?** Yes. If you submit a hardcopy travel claim, you must sign it in ink. Use your electronic signature if FAA provides an electronic travel accounting system with an electronic signature.
- § 301-52.5** **May I erase or alter information on a hardcopy travel claim?** Yes. You must initial any changes you make to dollar amounts, however.
- § 301-52.6** **What must I provide with my travel claim** You must provide:

 - (a) Evidence of your necessary travel authorizations including any necessary special authorizations;
 - (b) Receipts for:
 - (1) Any lodging expense, unless you are authorized a fixed rate per diem allowance; and
 - (2) Any other expense of \$75 or more, except for a meal or incidental expenses if:
 - (i) You are paid an M & IE allowance as part of the lodgings plus per diem allowance; as provided in subpart B of part 301-11 of this chapter;
 - (ii) You are paid a fixed per diem allowance as provided in subpart C of part 301-11 of this chapter ; or
 - (iii) You are paid an ASEA and your M & IE does not exceed the applicable M & IE allowance as provided in § 301-11.309 of part 302-11 of this chapter.

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§ 301-52.7	How do I submit a travel claim?	<p>You must:</p> <ul style="list-style-type: none">(a) Submit your travel claim to your approving official for signature; and(b) Ensure your travel claim is submitted to the accounting office servicing your travel claim in accordance with their operating procedures.
§ 301-52.8	When must I submit my travel claim?	<p>You must submit your travel claim as follows:</p> <ul style="list-style-type: none">(a) Within 5 working days after you complete your trip or period of travel; or(b) Every 30 days if you are on continuous travel status.
§ 301-52.9	What do I do if it is impractical to obtain a receipt?	<p>You must explain on your travel claim the expenditure and why you cannot provide a receipt. You will not be reimbursed for any expense for which you did not provide a receipt solely because of inconvenience.</p>
§ 301-52.10	Is there any instance where I am exempt from the receipt requirements in § 301-52.6?	<p>Yes, FAA may exempt an expenditure from the receipt requirement because the expenditure is confidential in nature and public interest requires the waiver of a receipt.</p>
§ 301-52.11	May FAA disallow payment of a claimed item?	<p>Yes, if you:</p> <ul style="list-style-type: none">(a) Do not provide proper itemization of an expense;(b) Do not provide receipt or other documentation required by this subtitle or FAA policy to support your claim;(c) Claim an expense which is not authorized under this policy; or(d) Claim an expense which may be allowed at LOB, staff office, or Office of Chief Counsel discretion under this policy, but is not authorized under the policy of your LOB, staff office, or Office of Chief Counsel.
§ 301-52.12	What will FAA do when it disallows an expense?	<p>FAA will suspend your claim for that expense, issue you a notice of suspension, and pay your claim for items which are not suspended.</p>
§ 301-52.13	May I challenge FAA's suspension of my claim?	<p>Yes, if:</p> <ul style="list-style-type: none">(a) You have additional facts or documentation that will support your claim; or(b) FAA has not properly applied the applicable statutes and/or regulations.

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§ 301-52.14	What must I do to challenge a suspended claim?	<p>You must:</p> <ul style="list-style-type: none">(a) File a new claim;(b) Provide full itemization for all suspended items reclaimed;(c) Provide receipts for all suspended items reclaimed that require a receipt under this subtitle or FAA policy, except that you do not have to provide a receipt if FAA already has the receipt;(d) Provide a copy of the notice of suspension;(e) State the proper authority for your claim if you are challenging FAA's application of the law or statute;(f) Submit the claim to the accounting office reviewing the claim and they will pay the claim or deny the claim;(g) If your accounting office denies the claim, you may appeal the decision by requesting a review from the GSA Board of Contract Appeals (GSABOCA) through your accounting office to ABU-130;(h) This appeal will be submitted by your accounting office to ABU-130 who will forward your appeal to GSABOCA. You will be informed of the GSABOCA final decision by your accounting office.
§ 301-52.15	What happens if I attempt to defraud the Government?	<ul style="list-style-type: none">(a) You forfeit the reimbursement under 28 U.S.C. 2514; and(b) You may be subject under 18 U.S.C. 287 and 1001 to one, or both, of the following:<ul style="list-style-type: none">(1) A fine of not more than \$10,000, or(2) Imprisonment for not more than 5 years.
§ 301-52.16	Should I keep itemized records of my expenses while on travel?	<p>Yes. You will find it helpful to keep a record of your expenses by date of the expense to aid you in preparing your travel claim.</p>
§ 301-52.17	What must I do with any travel advance outstanding at the time I submit my travel claim?	<p>You must account for the travel advance in accordance with FAA's procedures.</p>

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| § 301-52.18 | What must I do with any ticket coupon for transportation costing \$100 or more purchased with the use of cash? | You must submit the ticket coupons to FAA in accordance with FAA's procedures. |
| § 301-52.19 | What must I do with any unused ticket, coupons, or other evidence of refund? | You must submit the ticket, coupon, etc. to FAA in accordance with FAA's procedures. |